

Application For Vehicle Or Vessel Manufacturer License

Idaho Transportation Department



Instructions

This packet contains the forms required to license a vehicle or vessel manufacturer in Idaho.

Idaho requires that manufacturers who are annually building, five (5) or more trailers over 2,000 pounds or vehicles/vessels that require a title, to obtain a manufacturer license. If these products are being sold retail to the public the manufacturer is also required to obtain a dealer license (ITD 3170). The manufacturer license does not require that the business provide the state with a bond.

The state requires the manufacturers of vehicles/trailers to submit a proper Vehicle Identification Number (VIN) configuration. The VIN is a seventeen (17) character number that contains an identifier for the business. Manufacturers of vessels are required to submit a proper Hull Identification Number (HIN) configuration. The HIN is a twelve (12) character serial number that uniquely identifies the vessel.

The state also requires that the manufacturer submit for approval a sample Manufacturers Certificate of Origin (MCO) (Also know as MSO, or Manufacturers Statement of Origin) on approved safety paper. The Dealer Operations Program Supervisor of the Idaho Transportation Department will determine if the MCO or MSO meets the minimum standards required.

For more detailed information regarding the VIN/HIN configurations or Idaho's standards for the MCO, please contact Dealer Services at (208) 334-8681.

If the applicant's business is in the name of a Corporation, Limited Liability Corporation (LLC), or Limited Liability Partnership (LLP), a copy of the Status from the Secretary of State's Office must be submitted. If the applicant is an individual company or corporation doing business under any other name, an assumed or fictitious name filing must be applied for and recorded with the Secretary of State's Office. Submit verification of the filing with this application.

A certificate of liability insurance is required for insurance in the amount of not less than \$25,000 bodily injury or death for one person or \$50,000 for two people and \$15,000 for injury or destruction of property. (Effective July 01, 2006)

WARNING: *It is recommended that you call Dealer Services at (208) 334-8681 to make sure a Doing Business As (DBA) name is not deceptively similar to another business name before submitting the application to the Idaho Transportation Department.*

Submit the completed application, required attachments, and fees to:

Vehicle Services
Idaho Transportation Department
PO Box 34
Boise ID 83731-0034

Upon receipt of the required information and fees, the Dealer Licensing Unit will assign a Motor Vehicle Investigator to inspect the principal place of business for compliance with the Dealer/Salesman Licensing Act and ITD Rules.

Applicants are cautioned to allow at least **30 days for license processing**. Failure to complete all the necessary forms and supply the required information may delay this process.

Licensing Fees

Initial Application New Manufacturer	\$115.00
Manufacturer License Plates (Each) Includes \$2.00 mailing fee.	\$ 20.00
Change of Location	\$ 25.00
Duplicate Documents (Each)	\$ 10.00
Factory Representatives (Each).....	\$ 25.00

Fee Calculation

Manufacturer License Fee	\$ _____
# of Factory Reps _____ x \$25	\$ _____
# and Type of Manufacturer Plates Requested	
_____ Regular Plates	
_____ Motorcycle Plates	
_____ Total x \$20.00	\$ _____
TOTAL AMOUNT DUE	\$ _____

Idaho Checklist

- ☐ Fees enclosed (make check payable to Idaho Transportation Department)
- ☐ Application completed in full with all signatures of the owners/officers/directors **notarized**
- ☐ Proof of Corporate, LLC, or LLP Status from the Secretary of State's Office and a list of officers
- ☐ Proof of fictitious or assumed name recording (including all owners' names) from the Secretary of State's Office
- ☐ VIN/HIN configuration
- ☐ MCO/MSO sample
- ☐ Personal History form (ITD 3171) for each owner/officer/director/partner/factory representative
- ☐ Liability Insurance Certificate

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Application Date	Number of Regular Size Plates Requested	Number of Motorcycle Size Plates Requested
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Type of Application (Check One) (A Separate Application Must be Completed for Each Type)

☐ New Application
 ☐ Change of Location
 ☐ Change of Ownership
 ☐ Change of Business Name

Type of Vehicle/Vessel Manufactured (Check All That Apply)

☐ Automobile
 ☐ ATV
 ☐ Recreational Vehicle
 ☐ Vessel
 ☐ Snowmobile
☐ Truck
 ☐ Motorcycle
 ☐ Trailer over 2,000 lb.
 ☐ Personal Water Craft

Manufacturer Information (Check One) (Complete All the Information Requested Below and See Instructions on Page 1)

☐ Individual
 ☐ Partnership
 ☐ Corporation
☐ Limited Liability Partnership (LLP)
 ☐ Limited Liability Corporation (LLC)

Owner's Name(s) or Corporation/LLP/LLC Name

Idaho Code 53-504 requires any business doing business as (DBA) a name other than the legal owner's name to file a Certificate of Assumed Business Name with the Secretary of State's Office. Idaho Code 53-504 exempts a corporation from this requirement, unless the corporation is using an assumed business name.

Firm or Trade Name (DBA)

Mailing Address

Firm Telephone Number

Street Address, City, State, Zip

Fax Telephone Number

Directions to Manufacturer (If Other Than a Street Address)

Name of Person or Persons Having Legal Custody of Real Property

List the name and title of each individual owner, partner, officer, or stockholder of the business. A Personal History (ITD-3171) is required for each individual listed below (attach a separate sheet, if necessary).

Name	Title
Name	Title
Name	Title
Name	Title
Name	Title
Name	Title

